

**POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
BATTALION FAMILY READINESS VOLUNTEER
-VOLUNTEER POSITION-
Revised: 2/2013**

I. Description. The Battalion Family Readiness Volunteer is a statutory volunteer serving in an official capacity in direct support of the National Guard Service Member & Family Support – Family Readiness Program and as a member of the Battalion Commander’s special staff. The Battalion Family Readiness Volunteer collaborates with and supports the Battalion Commander in order to maintain a Family Readiness Program within all Battalion units. The Battalion Volunteer will also collaborate with the MACOM Family Readiness Support Assistant (FRSA) to ensure services are not duplicated so the Battalion Commander and units are best served.

For further guidance/support contact your MACOM FRSA at 605-737-6310 or 357-2970 or email at ng.sd.sdarng.list.frsa@mail.mil

II. Chain of Command/Concern. Accountable to the Battalion Commander, MACOM FRSA and State Family Readiness Director or their representatives.

III. Qualifications.

- A. Believe in and support the National Guard Family Readiness Program
- B. Enthusiastic and positive with good communication and interpersonal skills
- C. Good organizational and supervisory skills
- D. Willing and able to take appropriate training for the position and update periodically
- E. Complete volunteer application process

IV. Major Responsibilities. Support/assist the Battalion Commander, battalion units, MACOM FRSA and Family Readiness Group (FRG) volunteers to:

- A. Provide orientation to new volunteers within the Battalion to ensure new volunteer paperwork is completed and filed, encourage attendance at training, and ensure connection with the unit and FRG leader.
- B. Provide mentorship to new Family Readiness Group (FRG) Leaders within Battalion units to answer questions, and to provide guidance and support in the maintenance of unit FRG operations.
- C. Provide support, guidance and assistance to existing FRG leaders within the battalion as requested by FRG leaders and units.
- D. Assist the MACOM FRSA in scheduling unit volunteers by contacting unit FRG leaders to support the unit during the unit’s annual Soldier Readiness Processing Exercise.
- E. Monitor Battalion Monthly Readiness Report (completed by FRSA) and connect with FRG leaders to see if they need any assistance in completing/planning Readiness requirements (Duty appointments, FRG sanction, FRG checking accounts, Family Sponsorship, Newsletter, Telephone Tree, Email Lists, Briefings, Family Resiliency Trainings)
- F. Publication of quarterly Battalion newsletter with input from units within the battalion and mailed to all service members and families within the battalion.
- G. Complete projects as requested by the Battalion Commander.
- H. Serve as the Battalion Commander’s representative at meetings, activities, events as requested.

NOTE: Travel to unit locations to support FRG Leaders in completion of unit FRG operations can be reimbursed by the Service Member and Family Support – Family Readiness Office as their budget allows.